Short-Writing,

The most easie, Exact, Lineal, and Speedy METHOD that hath ever been Obtained, or Taught.

Composed by

THEOPHILUS METCALFE,

Author and Professor of the said ART.

The Last Edition.

With a New Table for shortning of Words.

Which Book is able to make the Practitioner perfect without a Teacher.

As many Hundreds in this City, and elsewhere, that are able to write Sermons word for word, can from their own Experience Testifie.

A young man, that lately lived in *Cornhill*, Learned so well by this Book, that he wrote out all the Bible in this Character.

LONDON, Printed for, and are to be sold by *John Hancock* at the first Shop in *Popes-Head-Alley* in *Cornhil*, at the sign of the three Bibles, 1679.

Cæsar was praisd for his Dexterity
In Feates of Warr, and Martiall Chevalry :
And no less famous art thou for thy Skill
In Nimble turning of thy Silver-quill ; –
Which with the preachers mouth houldsequall pace
And swiftly glides along vntill the race
Of his discourse be run, so that I thinke
His words breathd from his Mouth are turnd to Inke

Hen. Fraser

SHORT

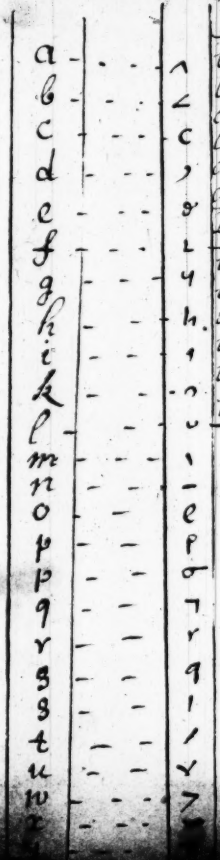
Writing the most Easie Exact Inne all and Speedy Method that hath ever yet been obtained or taught.

Composed by

Theophilus Metcalfe Authorized Professor of the said Art.

Metcalfe short

The Alphabet



TO THE READER.

Courteous Reader,

AS it is the property of my professed Art to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom without circumlocution or idle multiplication of words to express a mans intent and meaning. Solomons Proverbs are therefore called sweet because short; and admired of all, because under a little husk is contained a large kernel. The Art and knowledg of man riseth by degrees, and many times by reason of our ignorance of a more compendious method, we run a great way about, and perhaps with much anxiety and trouble of mind, we are at the last directed thither by the bow, whither we might have gone by the string. Every day brings out some new invention or other, the bulk of every Art and Science encreaseth with the times, only this Art of Radio-Stenography is grasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seem to follow. There are many things which commend this Art, as that

it hath attained its Perfection, whereas other Arts expatiate, and extend themselves beyond all compass of mans brain. Again, we must not suppose it to be some upstart or new-coyned Art, for it is as ancient as Homer *himself, whose* Iliads *we read to be comprized in the shell of a Nut. I dare say no more, lest I should not seem to comply with my faculty; and therefore, Gentle Reader, all that I desire is, to have your approbation after your probation, and censure after trial. Thus hoping to enjoy both, I rest, ready prest, to afford you what furtherance I can.*

Theophilus Metcalfe.

The Stationer to the Reader.

GEntle *Reader*, Though I know divers I have learned in two or three days time by this *Book* only, yet if need require for thy more speedy attaining to perfection in this Art, there is published a *Schoolmaster*, explaining all the Rules thereof, to the weakest capacity; Also a new *Copy-book* of several hands, *viz. Secretary, Roman, Italian, Running, and Text-hand*: sold by *John Hancock* at his shop in *Popes-Head-Alley* at the sign of the three *Bibles*.

CHAP.

CHAP. I.

Of the excellent uſe of this available Art of RADIO-STENOGRAPHY.

AS Practice brings Perfection in all Arts and Sciences, So being once perfect in this Art, you ſhall with little uſe retain the ſame ſtill in memory, during your life. Your memory ſhall be much helped and preſerved, the pains of your moſt uſual ſtudies greatly extenuated thereby. By the ſaid Art, you may be able to take any Sermons or Speech, being treatably ſpoken, word for word, as many hundred men and women in this City of *London*, which have learned only by the Book, worthily manifeſt. It is uſeful for Ambaſſadors, Meſſengers and Travellers, for the ready and ſpeedy deſcription of Places, Manners, Cuſtoms, Policies and Government of each Nation. It ſerveth for each other uſe, which I leave to thoſe who can better judge of the beſt and moſt profitable uſes hereof.

Now conſidering what ſingular benefit you ſhall enjoy hereby, let me requeſt you not to fear your own imbecility, nor weakneſs of your capacity for the attain-

ing of mature perfection in this Art, by this book alone, without any other teacher: For first, the rules are few, pertinent, plain and easie, teaching the meanest capacity. Secondly, you have examples also suitable to every rule, so there can be no mistake. Thirdly, the rules of the book are placed in order as you must learn them.

Before you proceed any further, you may be pleased to observe, that in this Art you have the sound of every word, rather than the true Orthography thereof, so that many times letters, yea whole syllables may be left out of some words, yet sufficient sound remaining still to express the same; Examples you have hereof in the fourth Chapter of this Book.

Take this advice before you enter on it, when you have learned the Alphabet of letters well, and the other rules for joyning, and have attained to an understanding in this art; I say strive not so much to write it swiftly, as exactly, that all you write may be according to the rules of the book, which must be learned in order first, and then you will be able to read what you have written with facility. Thus use will make you perfect, and swiftness will follow after; the more you practice, the more you will gain experience.

Chap.

CHAP. II.

Of the Alphabetical Characters which do repreſent the Alphabet of our Engliſh Letters: And theſe muſt be got perfectly by heart, before you proceed any further.

THere are two Characters for *p*, two for *f*, the firſt to begin words, the latter to end words.

Obſerve this Rule for the joyning of the Letters aforeſaid. Theſe Characters are extracted from the Alphabet of letters and are made after this manner, by joyning two Characters together: As for example, ſuppoſe you have a word to begin with *bl*, to include theſe two Characters in one, you muſt do it thus, firſt write down the Character *b* thus ( ) then from thence where you take off your Pen, joyn the Character *l*, which is the next letter, thus ( ) and ſo you have a Character for *bl*, and ſo after the ſame manner you are to make from the Alphabet all other Characters, by uniting together thoſe that are r the beginning and ending of words.

CHAP. III.

SHeweth the places of certain Vowels in this Art, where you muſt only uſe five places for the Vowels, according to the number of them, and they be thus diſpoſed.

By theſe examples you may ſee, that *a* is above, *e* is the equal top, *i* is in the middle, *o* is the equal foot, *u* is underneath your letter, and ſo place them about all the reſt of your letters, as you ſee the examples above written.

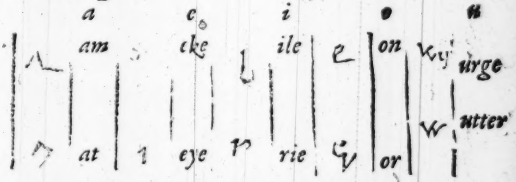
The third Chapter containeth the chiefeſt Rule in all the Art, therefore let the learner be careful to obſerve it well; for this of the Vowels places being rightly underſtood, the other Rules may be learned with eaſe. Be not diſcouraged though at the firſt it ſeem difficult; ſome young beginners have been ſo unwiſe, as to caſt the Book away, becauſe they could not preſently apprehend all at the firſt reading; when as many hundreds having ſtuck to it, have ſpeedily attained it, and counted their time well ſpent.

CHAP.

CHAP. IV.

SHeweth the uſe of the Vowels thus placed. Firſt if any of theſe five Vowels begin a word, the very letter of the Vowel muſt be expreſſed, as in theſe words following:

a *c* *i* *o* *u*



Secondly, when a Vowel cometh in the middle of a word, then remember that you place the next letter that cometh after it in the place of the former Vowel; as for Example, to write *back*, firſt ſet down your *b*, thus ( ) now the next letter after *b*, is your Vowel *a*; now note, that the place of *a* is juſt over the letter *b*, and in that place write your letter following, which is *k* thus ( ) *back*. To write *bait*, firſt make your *b*, thus ( ) now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, and in that place write the letter following which is *t*, thus ( ) *bait*, to this end obſerve your examples following in the next leaf.

A Table of Examples for ſhortning of words.

MAny times letters and whole ſyllables may be left out, & yet ſufficient ſound remaining to expreſs the word by.

For *Abraham* write *Abram*, for *vehement* write *vemen*, for *daughter* write *dater*, for *laughter* write *later*, for *might* write *mite*, for *naught* write *naut*, for *Burrough* write *Burr*, for *thorough* write *thuro*, for *liberal* write *libral*, for *alteration* write *altration*, for *beautified* write *butified*, for *myſtery* write *myſtry*, for *arm* write *rm*, for *argue* write *rgu*, for *arbor* write *rbor*, &c. Many more might be added, but theſe I judge ſufficient to direct the ingenious Learners.

Note alſo, That when *E* comes before *X* it may be always left out; as for example, for *explain* write *xplain*, for *examine* write *xamin*, and the like.

When any double Letters come together, as *ff*, *ll*, *mm*, leave out one of them:

For { *Affable* / *Allow* / *Commend* } write { *Afable* / *Alow* / *Comend* }

And always inſtead of *ph*, write *f*, as in *fiſick*, *fariſee*, *filoſofie*.

CHAP.

Thirdly when a double consonant begins a word then let the vowell be placed about the last letter as for example to write (blame) set your double letter downe thus ( ) and then your vowell being (a) write (in) in the place of it thus ( ) to write blacke set downe your (bl) thus () and then your vowell being (a) write (k) in the place of it thus ( ) to this end observe these examples following

	blood		knees		spake
	blot		please		sparrow
	bright		plucke		spouse
	brought		praise		spoile
	cleare		prayer		spread
	cloth		pride		steale
	crowne		shaddow		still
	draught		shame		stocke
	flame		slaine		store
	flocke		schoole		straite
	fraud		skin		swallow
	fright		small		sweet
	glasse		smell		tread
	greife		snare		trees

Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowells place that most sounds the word as for example to write build set your single letter (b) downe thus () then your vowell being (i) write (ld) in the place of (i) thus () to write feild) set downe your (f) thus () then write (ld) in the place of (e) thus ( ) feild to this end observe the examples following

	halme		hurt		silke
	letter		yearle		songe
	bond		point		storme
	built		scorne		
	could		short		torne
	faint				water

Fiftly observe if one letter (or) two letters begin a word and those wordes end with a vowell then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (<) then put a pricke in the place of (i) thus (<.) (by) to write blow set downe your double letter (bl) thus (<‿) then put a period in the place of (o) thus (<‿.) (blow) to this end observe the examples following

	few		to		plough
	foe		way		pray
	high		woe		shoe
	jaw		clay		shew
	jew		cry		skie
	joy		draw		slay
	key		dry		snow
	nigh		fly		spue
	noe		free		stay
	now		gnaw		straw
	say		grow		true
	see		knee		try
	soe		know		

Sixthly observe that sometymes fillables may be left out of some wordes, yet suffitient sound remaining still to expresse the same as for example

ſ	daughter	ſ	laughter	ſ	ſlaughter

Seaventhly, note that when a period is put within the circumference or middle of a word it signifieth (ſon) as these for instruction

ꝑ	comparison	ꝑ	poiſon	ꝑ	ſeaſon
ꝑ	leſſon	ꝑ	priſon	ꝑ	treaſon
ꝑ	perſon	ꝑ	reaſon	ꝑ	veniſon

Eightly observe this rule, that when a word ends with (ſ) then put a period behind it to expreſse the plurall number as for example

ꝭ	bones	ꝭ	eyes	ꝭ	nurſe
ꝭ	debts	ꝭ	frogs	ꝭ	rites
ꝭ	elſe	ꝭ	goats	ꝭ	tares

Ninthly when words end with (ed) then put (d) in the (e) place of the former letter as in these examples and the like/

ꝺ	arrayed	ꝺ	ioyned	ꝺ	robbed
ꝺ	boned	ꝺ	neighed	ꝺ	vowed
ꝺ	clouted	ꝺ	noiſed	ꝺ	uſed

Tenthly observe that if two vowells come together in a word and both of them of neceſsity muſt be expreſt then expreſs them thus as in these examples

ꝏ	ſowell	ꝏ	ꝟowell	ꝏ	poet
ꝏ	ſower	ꝏ	ꝟower	ꝏ	riot
ꝏ	hower	ꝏ	lyon	ꝏ	vowell

Eleventhly note that when a word ends with (fie) put a period in the place of (i) as in these examples

damnifie		iustifie		rectifie	
edifie		magnifie		terrifie	
fortifie		pacifie		villifie	

Twelfthly note that when a word ends with (tive) then put a period in the (i) place of (t) thus (ˈ) as in these examples

active		captiue		native	
affirmative		motive		primitive	

Thirteenth to acquaint you with this rule concerning (qu) you shall vnderstand they are never disioyned but evermore lincked together as you may see in these exsamples following (quaile) (qualitie) (queene) (question) (quicken)

Fourteenth note that when a word endes with (est) (remember) that you write (st) in the place of (e) as in these examples

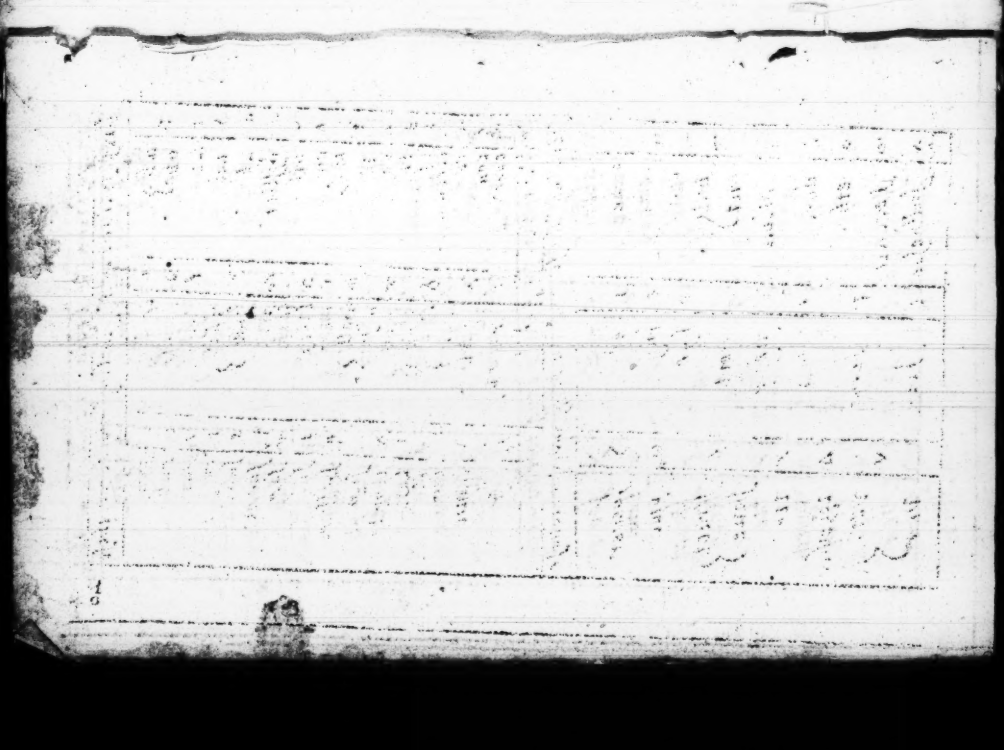
fittest		meetest		reedest	
meanest		mockest		wrepest	

Prepositions to begin long wordes are these

⊥	ab / ob	+	crosse	b	pre
⊤	ac	ə	de	ℓ	pub
⊤	ad	?	diſs	m	pur
d	af	⊢	fall / full	r	re
J	afflict	⌐	im	s	ſatis
⌐	all	·	in	⌐	ſanct
∧	an	ɔ	liber	⊬	ſor
⊤	ap / pp	e	mer	⊥	ſub
x	as	⊙	meſſ / miſs	∥	ſuffice.
ɟ	be	x	more	⌐	ſup
ε	ch	ə	par / per	ſ	tempt
⊍	circum	p	part	⊥	taſt
c	com	⊙	pract	⊥	th
c	con	∠	pre	⊥	thr
⊍	coun			⌐	trunce
⊍	cor			ə	un
⊍	col, Cal.			ə	wh
				ə	wr

Terminations for ending long wordes are these

⊥	able	ɟ	ject	>	ſoever
⌐	ance / ence	ɔ	jng	⊙	ſom
⌐	ant / ent	ə	lye	ſ	ſtruct / ſtrue
a	cation	~	ment	/	tie
?	dure	⊬	neſſe	Δ	together
o	eth	z	ous	V	vert / ver
w	ference	ρ	Serue		
⊃	fullneſſe	(	Sion		



CHAP. V.

Of the Prepoſitions and Terminations for long words.

THeſe *Prepoſitions* and *Terminations* muſt be perfectly gotten by heart, having but ſmall dependance upon the letters of the Alphabet, being of much uſe in the writing of all long words, each of them ſtanding for a ſyllable, and ſome for more.

CHAP. VI.

SHeweth how to diſtinguiſh Characters that have ſome reſemblance with others: And here obſerve, both in your *Prepoſitions* and *Terminations* you ſhall find ſometimes, that one and the ſame Character may ſtand for two things.

As for Example:

There

There is the ſame Character for

be		believe
coll		call
cor		care
ch	And	child
croſſ		Chriſt
con		concern
de		deliver
dure		drink
eth		hath
ence		hence
re	And	our
pro		proverb
ſanct		ſaint
for		ſure
th		that
thr		there
tie		the
ing		thing
un		unto
ant }	And	want }
ent }		went }
wr		were
wh		which

All

All which may with facility be diſtinguiſhed thus, When any of theſe ſtanding alone by themſelves, they are for whole words, but when they are joyn'd with any other letter, they are but a part; as for example, this Prepoſition *be*, when it ſtandeth alone is *believe* : ſo the Prepoſition *coll*, when it ſtandeth alone is *call*, and ſo of the reſt. All which is no hindrance, but rather a help unto the memory; for by remembring the one, the other cannot be forgotten.

CHAP. VII.

Of Directions for the joyning of words, which are to be drawn out of the former Prepoſitions and Terminations, obſerve theſe four Rules.

FIrſt, ſet down your Prepoſition which begins the word, then if one letter, or more, come next after, joyn that letter or letters where you took off your Pen from your former Prepoſition, without removing your Pen: then write your letter or letters following in the place of that Vowel that moſt ſounds the word. As for Example.

Firſt,

Firſt write your Preposition for *ab*, thus ( ) the next letters following, being *ſt*, muſt be joyned to *ab*, thus ( ) and then in the Vowels place which is *a*, write *n*, thus ( ) *abſtain*.

To write *affirm*, firſt ſet your Preposition for *aff*, thus ( ) then place your double letter *rm*, in the *i* place of *aff*, thus ( ) *affirm*.

Secondly, when your Prepoſition doth begin the words and end the words, then always joyn them together: As for example, to write *account*, ſet down your Prepoſition *ac*, thus ( ) then where you are to take off your pen from *ac*, joyn *count*, thus ( ) without removing your pen. To write *appear* ſet down your prepoſition *ap*, thus ( ) then where you are to take off your pen from *ap*, joyn your Prepoſition *per* thus, ( ) without removing your pen.

Thirdly, Sometimes you have a Prepoſition to begin a word, and a Termination to end that word: As for example, to write *preſerve*, firſt ſet down your Prepoſition *pre*, thus ( ) when there is no Vowel between the Prepoſition and Termination, then obſerve it is a general Rule, that you always joyn them together

ther, without removing your Pen, thus ( ) *preſerve.*

To write *preſent* ſet down your Preposition *pre*, thus( ) then where you were to take off your pen, joyn your Termination *ſent*, thus ( )

Fourthly, if a Preposition or Termination begin a word, and there be neither to end it, then it muſt be ended with the letters of the Alphabet: As for example, to write *abſolve*, ſet down your *ab*, thus ( ) then to joyn *ſ* to *ab*, thus ( ) then your Vowel being *o*, write *l* in the place of it thus ( )

To write *admit*, firſt ſet down your *ad*, thus ( ) then joyn your *m* to *ad*, thus ( ) then your Vowel being *i*, write *t* in the place of it thus ( )

To write *affright*, firſt ſet down your *aff*, thus ( ) then joyn your *r* to your *aff*, thus ( ) then in the *i* place of your *r* write *t*, thus ( ) So that by obſerving theſe Rules exactly, if you had no other examples, you might be able to make any word which may be drawn or made out of the aforeſaid *Prepoſitions* and *Terminations*; yet for your more eaſie & ſpeedy attaining to it, I have drawn out the *Table* of examples following, and have exactly charactered them to your hands. You

YOU need not charge your memory with them in learning them, or any of the following Tables by heart, they are added for example ſake, and more curioſity in this Art: for any word may be written by the foregoing Rules, and is at thy own choice to learn any further.

Only let me ſay thus much for the Alphabetical Table of words of any ſort in page 34. which are often in uſe, its worthy your learning, and but little trouble to memory, being drawn from the letters of the Alphabet, and in a ſhorter way than can be written by the Rules of the Book.

Such as learn this Art muſt write the Characters ſmaller than theſe which are cut in wood, for example of the Learner.

abate	ascend			contuine	
abhors	ascent			contrite	
abide	assemble			correct	
abound	assist			corrupt	
about	assure			corne	
absent	astray			defend	
abuse	become			deny	
object	before			designe	
obtaine	besought			depart	
accesse	boston			desire	
accuse	betray			desolate	
accord	chaff			despise	
addresse	chamber			determine	
admire	cheefe			devoure	
advise	chuse			devise	
afford	comfort			disciple	
affraid	communicate			dispaire	
after	commande			discerne	
alienate	commende			disdaine	
allowe	common			disease	
allure	communion			dishonor	
allmighty	commit			disobay	
altar	company			dispose	
anker	compare			dispute	
anoint	compasse			dissolve	
antient	complaine			divide	
apparant	compleat			follow	
appease	comprehend			image	
appertaine	condemne			immederate	
applie	consist			incline	
appoint	conspire			incourage	
apprehend	consult			indeed	

.z	indure	ꝛ	presume	///	these
.ſ	instruct	ꝛ̃	prevaile	/–.	then
.ꝛ.	intreate	ꝛ..	prevent	/.	they
.v.	invite	ꝓ	procure	/,	this
e.	merrie	n\	redeeme	/,	those
e.	mercie	r̃	refuse	/. /	though
ẽ	miracle	r̃'	release	. /	thou
x̃v	moreover	r̃	remaine	/.	thousand
x.	morrow	r̃'	remit	/.	thought
xıu	morsell	r̃	repose	/	thrust
x̃y	mortall	r̃'	resist	⁊. ≤	vnrighteous
x–	mourne	r̃	resolve	⁊g.	vnworthy
ꝺ	message	r̃	restore	0'	wheate
ꝑ	misery	r̃–	restraine	0–	when
ꝑ–	pardon	r̃	retaine	0–	wherefore
ꝺv	perseuere	-ꝑ	supper	0~	while
ꝑ	pertake	-q	suppose	0.	who
ꝓ	preach	-q\	supreame	0\	whom
ꝓc	pretious	ſ.	sorrow	0,	whole
ꝓ'	predestinate	ſ,	subiect	0,	whoredome
ꝓ	prepare	ſ\	sublime	0.	why

Thois examples of wordes, which I have collected out of the former ꝓpositions they need not to be learned by hart as many hundreds in this citty whom I have taught from their owne experience can worthily manifest. /

Chap: 8

Sheweth that you have sometymes these which I call prepositions to end wordes as well as to Begin wordes and terminations to begin aswell as to end as example in these.

⌊	abilitie	⊣	falsly	⌣	speech
⌒	branch	⌋	much	⌊	such
⌒	breath	⌒	naturall	⌒	treasure
⌒	carefull	⌒	pleasure	⌒	vertue
⌒	durance	⌒	quench	⌒	vsefull
⌒	durable	⌒	search	⌒	watch

Chap: 9

Likewise if you add your terminations to your former prepositions you may make any word that is to bee made out of them, but now some may say vnto me, how shall I doe it, I answere you may doe it by your former examples, yet for your better satisfaction herein I will instance in some fewe examples out of each of them so that by them you may bee able to make any word that possible may be dranne out from them examples followes

⌊	favourable	⌒	reiect	⌒	consolation
⌒	allowance	⌒	chambring	⌒	howsoever
⌒	aliant	⌒	commonly	⌒	altogether
⌒	fornication	⌒	impediment	⌒	authoritie
⌒	sanctification	⌒	buisness	⌒	adversitie
⌒	assendeth	⌒	jealous	⌒	savour
⌒	carefullnesse	⌒	superstition	⌒	pervert
				⌒	ever

Chap. X

Of Abreviations of some of the examples of the former Tables. /

Although these may be writ by the former rules yet for the benifitt of those which I have formerly learned this Art vnto I thought good to abreviate these few examples which follow in regard of the vsefullnes of them being often and frequent in vse in every sermon. /

ꝑv	abreviate	c–	circumstance	b'	proceed
T.	accord	c̄	contrary	b̄	profaine
T7	acquaint	d·	deceive	b'	professe
ꝺ	advance	d̄	declare	b'	profitt
ꝺu	advantage	ꝺ1	distresse	b'	prophet
ꝺ	advocate	ꝺ·	distribute	b'·	prouide
a–n	afterward	f–	fulfill	bs	provision
v.	alsoe	∞	infinite	bn	provoke
·i	alwayes	n	inward	b1	propose
·i	alwaye	o	obedience	bc	prosecute
N	angell	o7	obedient	bc	protect
a	ascribe	o2	peradventure	bc	protation
ꝺ'	beheld	ꝺ·	perceive	b→	propound
du	behold	ꝺc	perfect	b1	promise
ꝺ.	beloued	ꝑr	perticuler	b–	pronounce
ꝯ-	children	l.	prescribe	b	prophecie
c–1	circumsise	l	prerogative	bx.	prodegall
cc	circumspect	b→	profound	rb	reprobate

Chapter the XI

Of the vsuall hard names in scripture which are frequent and vsefull in every sermon they being exactly made by rule doe not much charge memory

Aaron	11	Jesse		Nobuchadnezz	
Abell	12	Jethro		Noah	
Ahithophel		Jezebell	32	Obededom	
Abner	13	Joseph	12	Onesimus	
Abraham	14	Josiah	11	Paul	
Absolon		Isaack	1	Pharaoh	
Adam	15	Judas	10	Pilat	
Beniamin	1	Korah	20	Priscilla	
Booze	16	Leah	21	Rachell	
David	17	Lidda	22	Rahab	
Doeg	18	Martha	23	Rebeckah	
Elizabeth	19	Mary	24	Reuben	
Elias	20	Messiah	25	Sampson	
Ephraim	21	Merriam	26	Sanballat	
Esau	22	moab	27	Sarah	
Goliah	23	mordecai	28	Saul	
Hagar	24	Moses	29	Shem	
Hamon	25	Naaman	30	Solomon	
Hezekiah	26	naboth	31	Thamar	
Jacob	27	Nathan		Thomas	
Jehovah	28	Nathaniell		Vriah	

Chap. XII of the Names of the Bookes of the Old and New Testament

4	Genesis	ai	Isaiah	∪	Luke
⊃	Exodus	ir	Jeremiah	1	John
⊂	Leviticus	∪	Lamentations	⊤	Acts
⊤	Numbers	z∪	Ezekell	⊀	Romans
3	Duteronomi	⊽	Daniell	⊽	Corinthians
1i	Joshua	hi	Hosea	4	Galathians
3	Judges	1∪	Joel	8⊂	Ephesians
⊻	Ruth	⊼1	Ames	⊂∪	Philippians
⊼∪	Samuell	⊤o	Obadiah	⊂	Colossians
∩	Kings	1o	Jonah	/1.	Thessalonians
⊂	Chronicles	⊻i	Michah	⊼.	Timothevs
z;	Ezra	⊀	Nahum	/z	Titus
⊤o	Nehemiah	⊼	Habukkik	⊂∪	Philemon
⊻	Esther	z⊂	Zephaniah	⊃o	Hebrewes
1⊂	Job	⊼.	Haggi	⊃1	James
6	Psalmes	⊽	Zachariah	8	Peter
6	Proverbes	⊀1	malica	1	Jude
⊂	Ecclesiastis	⊓	Mathew	3	
			Marke	ro	Revelations

The characters for these bookes they are all of them drawne from the letters of the Alphabet and therefore little charge to memory

Chapt: XIII
of the use of points

first for the Interrogative point use this (?)
2 ly for your parenthesis use this point (( ))
3 ly for the end of a perfect sentence use this print (.)
4 ly when you writ out any chapter at the end of
every verse use this point (...)
5 ly for the phraise (and so forth) which is often
in use make this point (&c)

Chap: XIIII
Of the Table of Wordes

Now having sufficiently furnished you with
long and short wordes whereby you
may be enabled by your owne prac:
tise to write any sermon or speech
being treatably spoken, word for
word. / Yet for your better Augmen
tation and perfection of your knowl-
edge I have here sett downe an
index or Table of wordes of sort,
not one of them differing from the
Alphabet, but each one of them
very usefull and frequent in
everie sentence and for the
most part without removeing
penn from the paper as
doth plainely appeare by the
ensueing Table

The Table

		A					
ab	⍨	Abominable		Blest	⍨		Demonstrate
anc	⍨	Aboundance	⍨	Bleſſe	⍨		Denominate
ant	⍨	Aboundant	⍨	Both	⍨		Dovill
ac	⍨	Acknowledge	⍨	Bread	⍨		Dignitie
aq	⍨	Acquite	⍨	Brotheron	⍨		Diligent
sh	⍨	Admoniſh	⍨	Brother	⍨		Diſcribe
ad	⍨	Adultery	⍨	But	⍨		Diſtinguiſh
an	⍨	Againe	⍨	Buckler	⍨		Doctrine
al	⍨	Alreadie		C			Doth
ah	⍨	Although	⍨	Can	⍨		Duty
amr	⍨	Ambaſsadour	⍨	Cannot	⍨		Dwell
an	⍨	Among	⍨	Catholicke			E
n	⍨	And	⍨	Charge			
an	⍨	Anger	⍨	Church	⍨		Earth
ao	⍨	Another	⍨	Conquerer	⍨		Effect
ap	⍨	Apoſtle	⍨	Conclude	⍨		Egipt
apo	⍨	Approve	⍨	Congregation	⍨		Elect
ar	⍨	Author	⍨	Conſcience	⍨		Epiſtle
a	⍨	Away	⍨	Converſation	⍨		Equitie
ak	⍨	Awake	⍨	Confidence	⍨		Eſtabliſh
		B	⍨	Confound	⍨		Evangelicall
b	⍨	Babes	⍨	Confirme	⍨		Even
bb	⍨	Baptiſme	⍨	Continue	⍨		Every
by	⍨	Beautifie	⍨	Conſider	⍨		Evermore
bc	⍨	Becauſe	⍨	Create	⍨		Everlaſting
bg	⍨	Begin	⍨	Creature	⍨		Evill
bf	⍨	Benifit	⍨	Covenant	⍨		Example
bd	⍨	Beſides		D			Except
bc	⍨	Beſeech					Excell
bx	⍨	Betwixt	⍨	Danger	⍨		Exclude
bm	⍨	Blaſphome	⍨	Deepe	⍨		Exerciſe

Exempt
Experience
Expresse
Expect
Extreame
Extinguish
Extortioner

F

Faith
Felicity
Fellowship
First
Flesh
Folke
For
Forth
Foundation
Freind
Fruite
Frustrate
Furtherance
Furthermore

G

Gather
Gave
Generall
Generat
Generation
Give
Glory
God
Godlinesse
Godhead
Good
Gospell
Grace
Guift
Guilt

H

Habit
Hallowed
Have
He
Heaven
Heart
Help
Heretofore
Heretick
Him
Hipocrite
His
Holy
Holyness
Holyghost
Honour
Hospitallity
How
Humble
Husband

I

Idlenesse
Idolatry
Jerusalem
Jesus
If
Ignorant
Illustrate
Impietie
Iniquitie
Integritie
Is
Israell
It
Judge

K

Keepe
Kind
Kindnesse
Kindle
King
Kingly
Kingdome
Knowne

L

Labour
Lament
Law

The Table

ꝛ	Leafe	⁊	Nevertheles	ꝓ	purpose		
ꝛ	Learne	—	not	ꝓ	put		
ꝛ	Lett	-e	nothing				
ꝛ	life	⁊	Notwithstanding				
ꝛ	Light						
ꝛ	Live		O	q	qualitie		
ꝛ	Long			q	quantitie		
ꝛ	Lord	e	Of	q̄	quarter		
ꝛ	Love	eꝛ	Oftentymes	q̄	question		
		eꝯ	Oh	q̄	quiet		
	M	eᵒ	Omnipotent	q	quick		
		eᵖ	Open				
		eꝑ	Opportunitie		R		
	Maiestie	eꝛ	Order	rc	reconcile		
	Maiestrate	en	Ordinary	r	receive		
	Man	erᵈ	Ordinance	rᵉ	refresh		
	Many	eᵐ	Originall	rᵍ	regard		
	Manytymes	eᵗ	Otherwise	rᵒ	reioyce		
	Manyfold	eᵛ	Over	rᵍ	religion		
	Manyfest	eᵘ	Outward	rᵉ	remember		
	Mediatour			rⁿ	remnant		
	Meditate		P	rᵖ	repent		
	Might			rᵒ	resurrection		
	Minister	p	patience	rᵗ	returne		
	Most	pᵗ	peculier	rᵍ	revenge		
	Mother	p	peaple	rᵛ	reveale		
	Multiplie	pᵉ	persecute	rᵍ	reward		
	Multitude	pᵍ	persuade	rⁿ	righteousnes		
		p	place				
	N	pᵗ	posteritie		S		
		pᵉ	power				
	Name	pᵍ	priviledge	s	Sacrifice		
	Necessary	p	principall	s	Salvation		
	Necessity	pᵉ	principle	ſ	Satan		
	Neglect	pᵛ	publique	ſ	Saviour		
	Nether						

The Table

w	scorner	s	thanke / thinke	x	vs
h	scribe				W
d	scripture	o	them		
l	selfe	∠	themselves	s	walke
q	selfelove	/	thus		wander
2	severall	⟨	tyme	7	wonder
h	shall	rr	torment		
oo	sheepheard	4	toward		was
⊃	should	4/	trouble	7	wise
h	similitude	∠	trust		well
9	sin	t	truth	w	will
l	sometyme	r	turne		
d	speciall		V	•	what
d	spirit			•	when
—	stand			cs	wicked
l	strength	u	vanish	3	wisdome
9	strong	v	verse	b	with
2	succour	vc	victory	rr	worke
9	support	2	understand	n	word
4	sword	2	understanding	re	world
	T	vc	voice	rh	worship
4	tabernacle	vs	vouchsafe	rs	would
d	tempt	vo	vpon	Z	zeale

This Table is all taken out of the Letters of the Alphabet, two or three letters stands for a word, as in the begining page you see an example, and it is very little charg to memory.

The Art of Short writing

Chap: XV

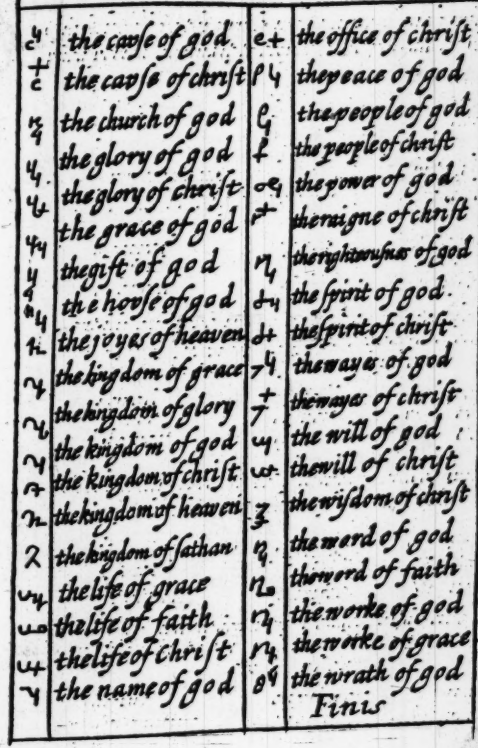
of joyning 3 or 4 words in one, and all of them according to the Alphabet of letters examples follow

	as it is		but it is		it is said
	as it were		for it is		it is christ
	as it is said		for christs sake		lord jesu christ
	as it was		it is soe		that it is
	but now beaus		is it not		that it was

Chap: XVI: of the Abreviation of sentences

To that end nothing may be left out that may be advantagious to thee in this expeditious art I have discribed vnto thee certeine infallible sentences wherein there can be no mistake in the writing of them from any ministers mouth / The like before was never invented by any other the characters there of being Answerable to the Alphabett of letters, soe that if you doe but observe in the writing of the sentences following to leave out (the) and (of) the rest you write at lenge as for example for (The anger of god) (write anger god) thus ( ) (for the benefitts of god) write (benefitts god) thus ( ) (for the blood of christ) write (blood christ) thus () and soe in all the rest of them which is as you see plainly but little charge to memory yet are they shorter then any man can make markes for them as doth plainly appeare by the ensuing examples

Many more of the like natuer might be added but these I judge suffitient to direct the Ingenious practicioner



Finis

16 DE 51

e Fear of God ... 1 : Deliberately 3
e Fear of e Lord ... 2 Messpond 2,